



Town of Sykesville

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Town House

Ian Shaw, Mayor

Dawn M. Ashbacher, Town Manager

Linda S. Quinn, Town Treasurer

Janice M. Perrault, Town Clerk

APPROVED

OFFICIAL MINUTES OF JUNE 23, 2014 REGULAR COUNCIL MEETING **NO. 14-10**

The regular Council meeting of the Town of Sykesville was held on June 23, 2014. Mayor Shaw called the meeting to order at 7:00 P.M. in the Council Meeting Room at the Town House. Mayor Shaw led the pledge of allegiance to the flag and a moment of silence.

PRESENT: Mayor Ian Shaw, Council President Frank Robert, and Council Members Leo Keenan, Julia Betz, Anna Carter, Stacy Link and Al Grasley

STAFF: Dawn Ashbacher, Town Manager
Janice Perrault, Town Clerk
Michael Spaulding, Chief of Police
Ivy Wells, Main Street Manager
Sandy Cazares, Administrative Assistant

WELCOME: Mayor Shaw welcomed Carroll County Commissioner Howard to the meeting. Commissioner Howard announced the following:

- The County has opened the Carroll County Sheriff Substation in Eldersburg. This will serve as a community policing facility.
- Carroll County has formed a Task Force to study athletic fields to determine what can be done with some of the fields. He encouraged the public to volunteer to join the task force.
- The Carroll County Commissioners have received requests from the municipalities to fund small projects in the amount of \$7,000 to \$12,000. He requested that if the Town of Sykesville has a small project, to let his office know by Thursday, June 26.

PUBLIC CONCERNS: None

MINUTES: May 27, 2014

MOTION: Council Member Link motioned and Council Member Grasley seconded to approve the minutes from May 27, 2014 as written.

The motion carried unanimously.

PUBLIC SAFETY REPORT:

Chief Spaulding reported on the period from May 22 through June 18. There were a total of 191 calls for service which included 13 assists to other police agencies/departments outside the Town. Chief Spaulding discussed the use

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of fireworks in the Town and indicated the use of ground fireworks that are sold in local stores such as sparklers, snakes, or caps are considered legal for the state of Maryland.

Mayor Shaw gave thanks to Captain Blair, Police Auxiliary, for his assistance with the HEAL/Walk Carroll/Walk on June 14.

TREASURER'S REPORT:

May 2014

MOTION:

Council Member Betz motioned and Council Member Carter seconded to approve the May Treasurer's report as written.

The motion carried unanimously.

COUNCIL COMMITTEE REPORTS:

- **Main Street Association Board (MSA)** – Council Member Keenan announced the board will meet on Tuesday, June 24. He announced the Farmers Market will be held every Sunday, and a concert will not be held on Friday, July 4.
- **Historic District Commission** – Council Member Link announced the Commission reviewed the language for the Town grant which will provide grant money to for homeowners in the Historic District for projects not exceeding \$5,000. The maximum amount each homeowner can ask for will be 10% of their project cost. The Gate House Museum held an event, Sir Knight, which was an educational time about the medieval ages. A fundraiser was held at EW Beck's restaurant where 10% of the bill went to the Gate House Museum. The Historic Colored Schoolhouse held a Lemonade Social which was very successful. The next meeting will be held on June 24.
- **Warfield Development Corporation (WDC)** – Mayor Shaw also mentioned the WDC is still in discussion on some issues with the potential new buyer of the property and the next meeting is scheduled for Wednesday, July 2.
- **Military Memorial** – Council President Robert and Dawn Ashbacher announced the star and granite for the memorial were ordered and they are working on a date to break ground. Mayor Shaw announced he is interested in obtaining a new flag pole in front of the Town House although he would like to know if there is historic significance on the current pole.
- **Planning Commission** – Council Member Betz mentioned the Commission reviewed and approved Carroll County's Draft 2013 Annual Planning Report and reviewed the Carroll 2030 Project report. The next meeting is scheduled for July 7.
- **Main Street Association, Promotions Committee** – Council Member Grasley announced the committee discussed First Friday concerts on Main Street, the Chili cook-off, Sykesville Christmas

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ornament series, and a possible cell tower. The next meeting will be held on Wednesday, July 2.

- **Parks & Recreation Committee** – Council Member Carter announced the first viewed movie in the park was a big success. The weather was good and the location worked out nicely. On Friday, July 11, the Concerts in the Park start and on Saturday, July 12, the second movie in the park will be shown. Both activities take place at Millard Cooper Park. The next meeting will be held on Thursday, June 26.

MARYLAND MUNICIPAL LEAGUE CONFERENCE

REPORT:

Mayor Shaw reported that the conference was great and some of the sessions he attended included: Structure of Government, Leadership, Public Information Act, and Budgeting. Council Members Carter and Link also attended and mentioned how much the sessions inspired them.

ANNOUNCEMENTS:

Town Volunteer Appreciation event and Public Education Event – Friday, June 27, at 7:00 p.m.

Farmers Market – every Sunday at the Baldwin's parking lot.

BUSINESS:

1. **National Night Out** – Ellen Dix and Chief Spaulding announced this year's National Night Out will be held on Tuesday, August 5 at the Sykesville Freedom Fire Department grounds from 6:00 p.m. to 9:00 p.m. The Town of Sykesville Police will be in attendance for this event.
2. **Burkett Park** – Dawn Ashbacher explained concerns about Burkett Park, specifically, how and if the park is used and what the cost is to maintain. Ten residents contacted the Town after the park was closed. Three people were present at this meeting to voice their concerns about losing the park. Research was also done to find out the cost of placing engineered wood fiber on the playground and it was determined the work could be completed for approximately \$3,500. It was determined that replacing the engineered wood fiber would allow time to look for a grant to either redesign the playground or move the playground to another location.

MOTION:

Council President Robert motioned and Council Member Keenan seconded to authorize spending up to \$3,500 from the contingency fund to pay for the engineered wood fiber for the playground.

The motion carried unanimously.

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- 3. Skatepark Update** – Council Member Grasley and Dawn Ashbacher announced a new ramp was built at the skatepark without Town approval. The cost to the Town for the insurance premium is \$350. Kevin Sears and Tyler Vinje, participants at the skatepark, were in attendance and spoke to the Mayor and Town Council about why they did the work at the park and the plan going forward to keep this from happening again. They proposed having a monthly meeting with Council Member Grasley to discuss any issues at the park, looking into getting a bulletin board so they can post notices to others outlining the rules of the skatepark, increasing police interaction at the skatepark, and providing a check in the amount of \$350 to pay for the additional premium for the ramp. Ms. Ashbacher will communicate with Howard County to make sure a bulletin board can be placed at this location.
- 4. Grant Updates** – Dawn Ashbacher presented an overview of Town grants and proposed grant applications to the Mayor and Town Council.
FY 2015 SHA Recreational Trails Grant – Requested \$20,000 with Town match of \$4,000 for the Linear Trail Bridge. The Mayor and Council were in agreement with applying for this grant.
FY 2016 Community Parks and Playground Grant – four possibilities were provided and the Mayor and Council agreed that the top two priorities were; 1) resurfacing and widening the Linear Trail and 2) replacing the surfacing at Lexington Run Park.
- 5. Resolution NO. 2014-05 and Resolution NO. 2014-06** – Ivy Wells and Dawn Ashbacher announced the Town would like to apply for two Community Legacy grants. One is for \$75,000 for improvements to Baldwin’s Station. The second one is for \$350,000 to purchase and stabilize 7610 Main Street. It was mentioned that this is a non-matching grant.

MOTION: Council Member Link motioned and Council Member Keenan seconded to approve Resolution NO. 2014-06 to apply for the Community Legacy grant to purchase and stabilize 7610 Main Street.

The motion carried with Council Member Grasley opposed.

MOTION: Council Member Link motioned and Council Member Keenan seconded to approve Resolution NO. 2014-05 to apply for the Community Legacy grant in the amount of \$75,000 to do exterior work at Baldwin’s Station.

The motion carried with Mayor Shaw abstaining.

- 6. MD 851 Streetscape Concept Update and Pedestrian Lighting** – Dawn Ashbacher presented an update from the State Highway Administration (SHA) regarding the development of a streetscape plan along MD 851. This is the preliminary step before the final design, engineering and construction. The SHA would like to know if the Town wants pedestrian lighting as part of the MD 851 project. If lighting is desired, information is needed about location and type of

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lighting. Discussion took place and the Mayor and Town Council would like to have the lights start at the bridge and go to Springfield Avenue.

- 7. Resolution NO. 2014-04, State of Maryland Retirement System, Employer Pickup Program** – Dawn Ashbacher presented information about participating in the Maryland State Retirement Employer Pickup Program. Participation in the program allows the employer to withhold mandatory employees' retirement contributions on a pre-tax basis for federal income tax purposes. This program does not change Maryland income tax treatment.

MOTION: Council Member Betz motioned and Council President Robert seconded to approve Resolution NO. 2014-04, to participate with the Maryland State Retirement Employer Pickup Program.

The motion carried with Council Member Link abstaining.

- 8. Designation of Retirement Coordinator** – Dawn Ashbacher announced the Town's appointing authority must appoint a Retirement Coordinator for the State Retirement Agency. It is recommended that Linda Quinn, Town Treasurer, be appointed with Dawn Ashbacher, Town Manager, as the backup.

MOTION: Council Member Betz motioned and Council Member Grasley seconded to authorize Mayor Shaw to appoint the Town's Retirement Coordinator for the Maryland State Retirement Agency.

The motion carried with Council Member Link abstaining.

- 9. FY 2014 Year-End Adjustments** – Dawn Ashbacher presented the year-end adjustments to the Mayor and Town Council.

MOTION: Council Member Betz motioned and Council Member Grasley seconded to approve the budget amendments as presented.

The motion carried unanimously.

- 10. Amendment of the Agreement of Sale and Purchase for Warfield and authorization for Mayor to execute Agreement Amendments** – Mayor Shaw and Town Attorney, Dennis Hoover presented a proposed amendment to the Agreement of Sale and Purchase for Warfield. The amendment relates to contracting service to help with revising the Town's Master Plan and Zoning Ordinance. In addition, the Mayor request that he be authorized to execute Agreement amendments. The Council requested to be informed of future amendments.

MOTION: Council Member Grasley motioned and Council Member Carter seconded to authorize Mayor Shaw to retain Morris & Ritchie

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Associates, Inc. to assist in amending the Sykesville Master Plan and writing zoning amendments.

The motion carried unanimously.

MOTION: Council Member Grasley motioned and Council Member Link seconded to authorize Mayor Shaw to have the authority to execute amendments to the Agreement of the Sale and Purchase for Warfield except for those that relate to the sale price and what is being sold.

The motion carried with Council Member Carter abstaining.

11. Authorization for Mayor Shaw to execute Program Open Space Release Documents – Dawn Ashbacher requested authorization for Mayor Shaw to execute the Consent and Release Agreement for the Town's Program Open Space Land Conversion.

MOTION: Council Member Link motioned and Council Member Grasley seconded to authorize Mayor Shaw or his designee to have the authority to execute the Consent and Release Agreement for the Program Open Space Land Conversion.

The motion carried unanimously.

12. Carroll County funds – Per Commissioner Howard's request, the Mayor and Town Council indicated they would like to request funds from the County to pay for the repairs at Brandenburg Circle.

MOTION: Council Member Grasley motioned and Council Member Keenan seconded to take a 5 minute recess at 10:00 p.m.

The motion carried unanimously.

**CLOSED
SESSION:**

Mayor Shaw motioned and Council Member Grasley seconded to go into closed session at 10:10 p.m.

The motion carried unanimously.

The meeting was proposed to be closed pursuant to the State Government Article of the Annotated Code of Maryland, Section 10-508(a) to discuss (1)(i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, designation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, (ii) Any other personnel matter that affects one or more specific individuals, (7) to consult with counsel to obtain legal advice on a legal matter

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Those in attendance were: Mayor Shaw, Council President Robert, Council Members Betz, Carter, Grasley, Keenan, Link, Town Attorney Dennis Hoover, and Town Manager Dawn Ashbacher.

Items discussed were:

- Consult with legal counsel - development agreement negotiations – no action
- Consult with legal counsel – Baldwin’s lease agreement – no action
- Personnel - Police Chief Contract - confidential personal information – no action
- Personnel - Public Works vacancies - confidential personal information - action

MOTION: Council Member Link motioned and Council President Robert seconded to go back into open session at 11:21 p.m.

The motion carried unanimously.

MOTION: Council Member Grasley motioned and Council Member Carter seconded to convert the employment status of Joe McQuaid from temporary to contract employee (as defined by regulations for the MD State Retirement Plan) and authorize the Mayor or Town Manager to sign the employment agreement.

The motion carried unanimously.

MOTION: Council Member Grasley motioned and Council Member Keenan seconded to authorize the Mayor to approve a change to the Police Chief’s employment agreement to extend the living requirement from 30 to 32 air miles per the request of Police Chief Michael Spaulding.

The motion carried unanimously with Council President Robert abstaining.

MOTION: Mayor Shaw motioned and Council Member Carter seconded to authorize the use of the impact fee revenue from 7270 Springfield Avenue for repair of approximately 110’ of sidewalk, adjacent to this property and Springfield Avenue, as required by the State Highway Administration to meet federal accessibility requirements.

The motion carried unanimously.

ADJOURN: There being no further business to come before the Council, Council Member Grasley motioned and Mayor Shaw seconded to adjourn meeting at 11:25 p.m.

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The motion carried unanimously.

Respectfully submitted

Janice Perrault

Town Clerk